

Job Mentor Program Summer 2023 Internship Opportunities

Please keep in mind that placements are limited, and may not be available at the time of interview.

City of Albuquerque Community Recreation Summer Youth Program Staff (several positions various Community Centers)

General Tasks: Working with summer youth program, assist in cleaning, maintenance of center, assist with office work, customer service.

Dress Code: City of Albuquerque work shirt, active-wear pants / jeans (no rips or holes), knee-length shorts, tennis shoes.

Location: **Herman Sanchez Community Center (SE)**

Preferred Skills: Childcare experience, timekeeping, problem-solving, teamwork

Preferred Schedule: Monday-Friday, 9 a.m. – 2 p.m.

Location: **Thomas Bell Community Center (SE)**

Preferred Skills: Microsoft Office, working with the public, general cleaning and maintenance, childcare experience, physical activity, communication, problem-solving, teamwork.

Preferred Schedule: Monday-Friday, 8 a.m. – 1 p.m. / 12:30 p.m. – 5:30 p.m.

Location: **Heights Community Center (SE)**

Preferred Skills: Outdoor work, working with the public, general cleaning and maintenance, childcare experience, physical activity, communication, timekeeping, leadership, teamwork.

Preferred Schedule: Monday – Friday, 9 a.m. – 2 p.m.

Location: **Holiday Park Community Center (NE)**

Preferred Skills: Microsoft Office, data entry, outdoor work, working with the public, general cleaning and maintenance, childcare experience, physical activity, communication, timekeeping, leadership, teamwork.

Preferred Schedule: Monday – Friday, 8 a.m. – 1 p.m.

Location: **Taylor Ranch Community Center (NW)**

Preferred Skills: Working with the public, general cleaning and maintenance, physical activity, communication, timekeeping, problem-solving, leadership, teamwork.

Preferred Schedule: Mondays – Fridays 8 a.m. – 1 p.m. or 1 p.m. – 6 p.m.

Location: **Alamosa Community Center (SW)**

Preferred Skills: Childcare experience, Communication, teamwork.

Preferred Schedule: Monday-Friday, between 7:30a.m. and 5:30 p.m. (limited to 25 hours / week)

Location: **Los Duranes Community Center (NW)**

Preferred Skills: Childcare experience. Communication, teamwork, basic office work.

Preferred Schedule: Monday-Friday, between 9:00 a.m. and 3:00 p.m. (limited to 25 hours / week)

Location: **Dennis Chavez Community Center (SE)**

Preferred Skills: Childcare experience. Communication, teamwork, general cleaning, office work physical activity.

Preferred Schedule: Monday-Friday, between 8:00 a.m. and 1:00 p.m.

Location: **Wells Park Community Center (NW)**

Preferred Skills: Microsoft Office, outdoor work, childcare experience, working with the public, general cleaning and maintenance, physical activity

Preferred Schedule: Monday-Friday, between 7:30 a.m. to 6:00p.m. (limited to 25 hours / week)

Location: **Westgate Community Center (SW)**

Preferred Skills: Communication, teamwork, outdoor work, working with the public, general cleaning and maintenance, physical activity

Preferred Schedule: Monday-Friday, schedule depends on intern but needs to be within CC hours of operation (limited to 25 hours / week)

Location: **Mesa Verde Community Center (NE)**

Preferred Skills: Microsoft Office, data entry, languages, outdoor work, working with the public, general cleaning and maintenance, childcare experience, physical activity

Preferred Schedule: Monday-Friday, 8:00 a.m. to 6:00p.m. (limited to 25 hours / week)

Location: **Jeanne Bellamah Community Center (NE)**

Preferred Skills: Microsoft Office, data entry, languages, outdoor work, working with the public, general cleaning and maintenance, childcare experience, physical activity, timekeeping

Preferred Schedule: Monday-Friday, 8:00 a.m. to 6:00p.m. (limited to 25 hours / week)

Location: **Cesar Chavez CC**

Preferred Skills: Microsoft Office, data entry, languages, outdoor work, working with the public, general cleaning and maintenance, childcare experience, physical activity, timekeeping

Preferred Schedule: Monday-Friday, 8:00 a.m. to 6:00p.m. (limited to 25 hours / week)

City of Albuquerque Play + Recreation Program Support Staff

Locations: **McKinley Community Center (NE)** or **Snow Park Community Center (NE)**

General Tasks: Front Desk, Answering Phone, Directing Public, Light Office Work

Preferred Skills: Communication, Problem-solving, Leadership

Preferred Schedule: Monday-Friday, 9:00 a.m. to 2:00p.m. (limited to 25 hours / week)

Dress Code: Casual/OneABQ Shirts

City of Albuquerque Child and Family Development Support Staff

General Tasks: Working with children birth to age 5. Interns must be at least 18 years old, and will undergo ECECD background check.

Preferred Skills: Communication, Teamwork

Preferred schedule: Monday – Friday between 8:00 a.m. and 1:00 p.m. (Limited to 25 hours/week).

Dress Code: casual- neat and clean

City of Albuquerque Family and Community Services – Facility Maintenance & Operations Support

Location: Main Office - 1513 Broadway NE

General Tasks: Assisting with general maintenance task and office duties. They will be assigned to one of our technicians to assist with carrying tools, passing tools, general clean up after task is completed. Also, hands on learning in the fields of Electrical, HVAC, Plumbing, custodial work and general maintenance, office work to include filing, making copies and answering phones.

Preferred Skills: Communication, Teamwork.

Preferred schedule: Monday – Friday between 7:00 a.m. and 12:30 p.m. (Limited to 25 hours/week).
Dress Code: Work attire, jeans comfortable work shoes. We will provide shirts.

City of Albuquerque Health and Social Services Center Support

Location: **Los Griegos Health and Social Services (NW)**

General Tasks: Food boxes, general customer service.

Preferred Skills: Communication, Leadership, Teamwork

Preferred schedule: Monday – Friday between 8:00 a.m. and 12:00 p.m. (Limited to 25 hours/week).

Dress Code: Casual attire

Location: **John Marshall Health and Social Services (SE)**

General Tasks: Basic office duties (Answer incoming calls, refer clients, copy fax) Make and sort food boxes, organize clothing bank, hygiene and household rooms, Keep the grounds clean.

Preferred Skills: Communication, Problem-solving, Teamwork

Preferred schedule: Monday – Friday between 8:00 a.m. and 12:00 p.m. (Limited to 25 hours/week).

Dress Code: Casual (school dress code) No ripped jeans, crop tops

Location: **East Central Health and Social Services (SE)**

General Tasks: Assisting Clients with Social Services

Preferred Skills: Communication, Leadership, Teamwork Microsoft Office, Data entry, Languages, Outdoor work, Working with the public, General cleaning and maintenance, Clothing, Hygiene, Household, and Food bank organization.

Preferred schedule: Monday – Friday between 8:00 a.m. and 1:00 p.m. and 1p.m. to 5:00 p.m. (Limited to 25 hours/week).

Dress Code: Professional casual

City of Albuquerque Family and Community Homeless Initiatives Program Support

Location: 7440 Jim McDowell Rd. NW

General Tasks: Help print copies, file, data entry, office tasks and assistance to case management.

Preferred Skills: Working with the public, willingness to learn and be helpful, communication, teamwork

Preferred schedule: Monday – Friday between 10:00 a.m. and 3:00 p.m. and 9:00a.m. to 2:00p.m. (Limited to 25 hours/week).

Dress Code: casual dress

City of Albuquerque Family and Community Admin Support

Location: 400 Marquette NW

General Tasks: Clerical Work (scanning documents, creating labels, alphabetizing contracts, creating folders, etc).

Preferred Skills: Communication, Teamwork

Preferred schedule: Tuesday– Friday between 9:00 a.m. and 3:00 p.m. and 10:00a.m. to 4:00p.m. (Limited to 25 hours/week).

Dress Code: casual

***City of Albuquerque Family & Community Public Affairs Support**

Location: 400 Marquette NW, 5th floor Scattered Sites

General Tasks: Under the supervision of the Family & Community Services Public Affairs Specialist, intern will create content for social media. The Intern will spend a week shadowing different programs and divisions within the Department and would draft social media content (pictures, captions, reels, etc.) highlighting the work of that program or division during that time. This opportunity is perfect for a young person with strong writing

skills, a creative eye, and an interest in helping their community. This position is best for an intern 16 or older, who would be able to provide their own transportation to different sites.
Preferred Skills: Communication, Problem-solving, Leadership, Teamwork
Preferred Schedule: Monday-Friday 9am-2pm. Timing can be flexible.
Dress Code: Business Casual or One Albuquerque apparel

City of Albuquerque Senior Center Support Staff (various locations)

Location: Bear Canyon Senior Center (NE)

General Tasks: Reception / greeting, data entry and collection, customer service, light maintenance (setting up classrooms and activities), some computer work, answering phones, decorating, assisting staff with events.

Preferred Skills: data entry, working with the public, general cleaning and maintenance, communication, teamwork.

Preferred schedule: Monday – Friday between 8 a.m. and 5 p.m. (Limited to 25 hours/week).

Dress Code: Business casual, close-toed shoes.

Location: Los Volcanes Senior Center (SW)

General Tasks: Answering Phones, checking members in for classes/activities, light maintenance such as throwing trash, sweeping and mopping. Assisting the senior population with information regarding programs we offer.

Preferred Skills: Microsoft Office, data entry, languages, working with the public, general cleaning and maintenance, communication, timekeeping, problem-solving, leadership, teamwork.

Preferred Schedule: Monday - Friday, 9 a.m. – 1 p.m. and 1 p.m. – 5 p.m.

Dress Code: Casual, no open toed shoes/shorts, nothing inappropriate or offensive.

Location: North Domingo Baca Multigenerational Center (NE)

General Tasks: Reception / greeting, data entry and collection, customer service, light maintenance (setting up classrooms and activities), some computer work, answering phones, decorating, assisting staff with events.

Preferred Skills: data entry, working with the public, general cleaning and maintenance, communication, teamwork.

Preferred schedule: Monday – Friday between 8 a.m. and 5 p.m. (Limited to 25 hours/week).

Dress Code: Business casual, close-toed shoes

City of Albuquerque Senior Affairs Case Management – Office Support

Location: 714 7th St. SW

General Tasks: Office work, customer service,

Preferred Skills: Working with the public, communication, teamwork.

Preferred schedule: Monday – Friday between 9 a.m. to 2p.m. (Limited to 25 hours/week)

Dress Code: Casual/work attire

City of Albuquerque Senior Affairs Home Services Support Staff

Location: 1620 1st St. NW

General Tasks: Assist Home Services Construction Workers with yard cleaning, building ramp/walker step/handrails, installing & delivering medical equipment, and minor home repairs.

Preferred Skills: Communication, teamwork, customer service skills, reliable, dependable & will learn new things.

Preferred schedule: Monday – Friday between 7:30 a.m. and 3:30 p.m. (Limited to 25 hours/week).

Dress Code: Pants, long sleeved shirts, caps, boots. (No open toed shoes) PPE will be provided by Senior Affairs.

City of Albuquerque Senior Affairs Nutrition

Location: 2540 Karsten Ct SE

General Tasks: lean floors; cleaning windows washing dishes; clean out side; landscape; painting; help bag bread and cup can fruits; filing; cleaning vehicles

Preferred Skills: Communication, Timekeeping, Problem-solving, Leadership, Teamwork

Preferred schedule: Monday – Friday between 7:00 a.m. and 12:00 p.m. (Limited to 25 hours/week).

Dress Code: closed covered shoes; polo or t-shirts nothing offensive

City of Albuquerque Senior Affairs Information and Assistance – Office Support

Location: 1620 1st St. NW

General Tasks: Clerical, office work.

Preferred Skills: Microsoft Office, Data entry, working with the public, willing to train. Communication, Teamwork.

Preferred schedule: Monday – Friday between 8:00 a.m. and 4:30 p.m. (Limited to 25 hours/week).

Dress Code: business casual -- no torn jeans, no short skirts, no shorts

City of Albuquerque Senior Affairs Strategic Programs – Office Support

Location: One Civic Plaza, 6th Floor

General Tasks: Assisting with Data collection, filing

Preferred Skills: Communication, Timekeeping, Teamwork, Microsoft Office, Data entry

Preferred schedule: Monday – Friday between 8:00 a.m. and 4:00 p.m. (Limited to 25 hours/week).

Dress Code: business casual

City of Albuquerque Senior Affairs Manzano Mesa Multigenerational Center

Location: 501 Elizabeth SE

General Tasks: Assisting at front desk checking in members, assist in cleaning the center, supervise spray park (If necessary)

Preferred Skills: Communication, Problem-solving, Leadership, Teamwork

Preferred schedule: Monday – Friday between 8:00 a.m. and 5:30 p.m. (Limited to 25 hours/week).

Dress Code: CABQ shirt (Provided), pants with no holes, close toed shoes

City of Albuquerque Parks and Recreation – Adventure Leader

Location: 7701 San Pedro Dr. NE

General Tasks: An adventure leader instructs and supervises youth in outdoor activities such as climbing walls, bicycle safety education programs, rocket building, archery, and more.

Preferred Skills: Communication, Timekeeping, Problem-solving, Leadership, Teamwork

Preferred schedule: Monday – Friday between 7:00 a.m. to 4:30 p.m. (Limited to 25 hours/week). Schedule is open and flexible, especially during weekends.

Dress Code: Your uniform is: ODA/ODR T-Shirt, pants or shorts, sneakers/closed-toe shoes. Pants should be clean with no holes or stains. Shorts should be long enough that there is extra fabric past a harness – if you are unsure, use the fingertip rule. No frayed edges or holes.

City of Albuquerque Parks Management Division – Horticulture Support

Location: PMD Greenhouse, 8220 Spain NE

General Tasks: Interns will be able to learn the skills of horticulture from preparation to planting and watering plants and vegetation throughout the city.

Preferred Skills: Data entry, outdoor work, working with the public, general cleaning and maintenance, communication, timekeeping, teamwork.

Preferred Schedule: Monday – Friday, times are flexible between 6:30 a.m. and 3 p.m. (Limited to 25 hours / week).

Dress Code: safety toe shoes, jeans, hat (when needed)

City of Albuquerque Open Space Division – Education Assistant

Location; 6500 Coors Blvd NW

General Tasks: Working as an education assistant to our summer youth and family programs. This includes helping to organize and prepare materials for our youth summer camp programs and public events. Working outdoors as an education assistant with our Outdoor Educator leading youth on educational hikes and hands-on, nature-based, outdoor programs on open space public lands and parks. This position requires moving and lifting educational supplies, field equipment, hiking, and interacting with the public in an outdoor setting.

Preferred Skills: Outdoor work, languages, working with the public, general cleaning and maintenance, childcare experience, physical activity, communication, timekeeping, teamwork

Preferred Schedule: Tuesday-Friday 8 a.m. – 1 p.m. and two Saturday evenings 4 – 9 p.m. (once in June, once in July) for public concert events.

Dress Code: Close-toe shoes (tennis / hiking / similar), long pants or long shorts, open space uniform t-shirt (provided)

Albuquerque and Bernalillo County Public Library (all branches)

General Tasks: Summer Reading Desk Helper: Work at the Summer Reading signup & prize desk for Summer Reading participants (all ages) to register & record progress in the Library's Summer Reading program. Includes weekly incentive prize distribution and some simple stats-keeping. May also include assistance at Summer Reading special events (setting up chairs, directional assistance. Library Pages: Shelving of returned library materials.

Preferred Skills: Ability to alphabetize and work efficiently is important.

Preferred Schedule: Flexible

Dress Code: Casual dress

City of Albuquerque Zoo Horticulture Greenhouses, NM BioPark Society

Location: 903 10th St. SW

General Tasks: Greenhouse plant care, nursery plant care, data entry for NMBPS

Preferred Skills: Communication, Timekeeping, Problem-solving, Teamwork

Preferred schedule: Monday – Friday between 10:00 a.m. and 2:00 p.m. (Limited to 25 hours/week).

Dress Code: Comfortable clothes for outside work; pants or long shorts; jacket for cold mornings; close-toed shoes; hat, sunglasses, and sunscreen

City of Albuquerque BioPark – Botanic Garden

General Tasks: Basic Garden and horticulture tasks- weeding, watering, planting, mulching.

Preferred Skills: Communication, Problem-solving, Teamwork

Preferred schedule: Monday – Friday between 7:30 a.m. and 3:30 p.m. (Limited to 25 hours/week).

Dress Code: Closed toe shoes, covered shoulders (no tank tops), shorts at least finger-tip in length. Clean clothes that are easy to move in with no large tears, holes, or offensive logos. Long sleeves and pants recommended. Sun hat, water bottle, sunscreen, bug repellent.

City of Albuquerque Animal Welfare Support Staff

Location: 8920 Lomas Blvd NE and / or 11800 Sunset Gardens SW

General Tasks: Animal care, animal enrichment, animal handling and in some cases, administrative support, operations support and customer service. Working with or in close proximity to dogs, cats, and small animals, which can be loud, sometimes untrained, and messy.

Preferred Skills: Microsoft Office, outdoor work, working with the public, general cleaning and maintenance, physical activity, communication, problem-solving, teamwork

Preferred schedule: Monday – Sunday between 6:00 a.m. and 6:30 p.m. (Limited to 25 hours/week).

Dress Code: Pants required, closed toe shoes required, no hanging jewelry, long sleeves suggested

City of Albuquerque Office of Internal Audit – Support Staff

Location: One Civic Plaza, 6th Floor

General Tasks: Research, filing, database management.

Preferred Skills: Microsoft Office, data entry, communication, problem-solving, teamwork.

Preferred Schedule: Monday – Friday, 8 a.m. – 1 p.m.

Dress Code: Dress casual

***City of Albuquerque Office of Equity and Inclusion**

Location: One Civic Plaza, 4th Floor Room 4072

General Tasks: research, data entry, tabling and outreach events, social media skills, community outreach

Preferred Skills: Communication, Problem-solving, Leadership, Teamwork

Preferred Schedule: Monday – Friday, 8 a.m. – 12 p.m. or 1 – 5 p.m.

Dress Code: informal office

***City of Albuquerque Office of Black Community Engagement**

Location: 400 Marquette NW, 4th Floor Suite 4072

General Tasks: Help with events, taking notes at meetings and help with phone calls and emails specific to events and opportunities.

Preferred Skills: Communication, Teamwork,

Preferred Schedule: Monday – Wednesday is remote, Tuesday, Thursday and Friday in person

Dress Code: Business Casual

Bernalillo County Community Center Support Staff

Location: **Los Padillas Community Center (SW)**

General Tasks: Assist recreation leaders during the summer program, office duties (this position DOES NOT include working directly with youth).

Preferred Skills: General cleaning and maintenance, physical activity, Microsoft Office, data entry, working with the public, positive attitude, communication, teamwork.

Preferred Schedule: Monday-Friday, between 7 a.m. to 1pm and 1pm to 6p.m. (limited to 25 hours / week)

Dress Code: Tee shirt or vest. They can wear shorts fingertip length or pants. No torn pants. Comfortable shoes.

Location: **Westside Community Center (SW)**

General Tasks: Answering phones, Helping sign up kids for field trips, answer general questions to help the public, help work the front desk. Assist core Center staff.
Preferred Skills: Communication, Teamwork, Good customer service being personable.
Preferred Schedule: Monday-Friday, between 7:00 a.m. to 12:00p.m. and 1:00 p.m. to 6:00p.m. (limited to 25 hours / week)
Dress Code: No uniforms but they do need to dress appropriately for the public. NO short shorts or mid drifts, clean appearance.

Location: Paradise Hills Community Center (NW)

General Tasks: Basic housekeeping around facility.
Preferred Skills: Communication, Teamwork, general cleaning and maintenance.
Preferred Schedule: Monday-Friday, between 9:00 a.m. to 2:00p.m. and 1:00 p.m. to 6:00p.m. (limited to 25 hours / week)
Dress Code: Jeans, cargo shorts, staff shirt, tennis shoes

Location: Vista Grande Community Center (Sandia Park)

General Tasks: Clerical work, janitorial duties, outdoor work, working with the public, physical activity
Preferred Skills: Communication, problem-solving, teamwork
Preferred Schedule: Monday-Friday, time varies to cover morning and afternoon (8 a.m.-1 p.m., 1 p.m.-6 p.m.)

Location: Mountain View Community Center (SE)

General Tasks: Helping keep safety of children. Interact in organized recreation games with children.
Preferred Skills: Communication, Problem-solving, Leadership, Teamwork They need to be outgoing, high energy and friendly and engages with children.
Preferred Schedule: Monday through Friday 8-1 / 10-3 / 1-6 (limited to 25 hours / week)
Dress Code: Work uniform. Bernalillo County shirt. Jeans, capris, cargo shorts, jean shorts, athletic shorts. No leggings or spandex allowed at work.

Explora Children's Museum and Science Center

Junior Camp Assistant: Assist with students enrolled in Explora's fun, hands-on science and art camps. Be a learning buddy to the Campers during science and science projects. Support the teacher to hand out materials, set up projects, and clean up after activities

Floor Assistant: Floor staff are vital for engaging visitor experiences at Explora. Learn how to maintain museum exhibits and interact with the public.

Preferred Skills: Communication, Timekeeping, Problem-solving, Leadership, Teamwork, Approachability

Preferred schedule: **Junior Camp Assistants:** Monday-Friday, 8:30-12:30 or 12:30-4:30 **Floor Assistant:** Monday 8am-12pm, Tuesday-Friday 9am-1pm (Limited to 25 hours/week).

Dress Code: Explora shirt (provided) or a plain shirt (no logos or inappropriate words or symbols)
Wear comfortable shoes. Jeans, pants, or mid-length shorts, skirts, or dresses (clothing should allow you to move freely).

West Central Community Development Group – Outreach Support

Location: 5921 Central Ave NW, multiple SW/NW neighborhoods
General Tasks: Community Coordination & Outreach (Businesses & Neighborhoods). Interns will work in central office conducting outreach online and via phone, and go on outings with a field supervisor 1-2 days / week.

Preferred Skills: Data entry, languages, outdoor work, working with the public, social media, digital marketing, photography, communication, leadership, teamwork
Preferred schedule: Monday – Friday between 9 a.m. and 2 p.m. and 11 a.m. and 4 p.m. (Limited to 25 hours/week).
Dress Code: Clean pants, no ripped jeans, well-fitting comfortable clothes, comfortable shoes

APS Food and Nutrition Service Support

Location: 800 Louisiana Blvd. NE
General Tasks: Pack on packing line, pull orders, deliver food with a driver, serve food.
Preferred Skills: Physical activity, communication.
Preferred schedule: Monday – Friday between 7:00 a.m. and 11:00 a.m. (Limited to 25 hours/week).
Dress Code: clean pants, shirt, hair restraint, non-slip shoes

APS Data Center (various positions)

Location: 6400 Uptown Blvd. NE

Technology Applications: This role will help the App Developers to identify, investigate and implement automations and integrations for our many enterprise applications around the district. This will mostly consist of small project work and research, at our main office at the Data Center.

Server Operations: This role will be mostly based in our main office at the Data Center and work directly with our System Administrator to assist with open issues and project work to support our physical and virtual server infrastructure.

Network Infrastructure: This role will assist our Network Technicians with open issues and project work both at our main office at the Data Center and in the field. When in the field, interns will shadow current staff. There is also an opportunity to learn about Enterprise Cabling and Telecommunications.

Wireless Network Operations: This role will work on improving our wireless network across the district, working with staff both at the Data Center and in the field. The role provides the opportunity to learn about fixing known issues as well as to contribute to projects such as wireless redesigns.

Network Operations: This role would work closely with our Network Engineers, Administrators and Analysts on research projects involving our core network infrastructure (Cisco)

Preferred Skills: Data entry, outdoor work, working with the public, physical activity, communication, problem-solving, teamwork
Preferred schedule: Monday – Friday between 7:30 a.m. and 3:00 p.m. (Limited to 25 hours/week).
Dress Code: Casual

***National Park Service – Petroglyphs National Monument**

Location: Information Center – 6510 Western Trail NW

General Tasks: Visitor/customer service: welcoming visitors to Petroglyph, providing directions to trails, answering visitors' questions, staffing information kiosk and table, roving trails, supporting interpretive and educational programs, retail Park Store support, and answering visitors' inquiries over phone. Interns will receive mentoring and an introduction to NPS careers.

Preferred Skills: Outdoor work, working with the public, physical activity, communication, time-keeping, problem solving, teamwork.

Preferred schedule: Intern 1: Sunday-Wednesday, 9am-3pm. Intern 2: Wednesday-Saturday, 9am-3pm.

Dress Code: Interns will be furnished with a NPS Volunteer uniform which consists of a hat, shirt, and name bar. They must supply their own pants or shorts, free of tears, rips, and stains.

**** Recently added positions***